Contract Name: **Symantec Software**	**ITMO Procurement Manager:**
Solicitation Number: **5400004922**	**Debbie Lemmon**
	803-896-5236
Contract Period: **02/04/2013 to 02/03/2018**	**dlemmon@itmo.sc.gov**
Terms and Conditions	Last Updated: 10/07/2013

Effective September 1, 2013, any Purchase Order addressed to the SAM will not be processed.

Please adjust your Purchase Orders and business forms/processes accordingly.

Click here for instructions how to place orders for Symantec software

CDW-G

On-Site Sales Support:
Jade Richardson
Phone: 866-743-5682
Fax: 847-932-6996
Email: **jade.richardson@cdwg.com**

Point of Escalation
Kevin Cucuel
Phone: 866-613-1173
Fax: 847-990-8083
Email: **kevicuc@cdw.com**

Contract Pricing
Contract Award **– Details pricing discount**

Contract #: 4400006327
FEIN: 36-4230110

How to Place Purchase Orders for Symantec software

 To place purchase orders for your Symantec software needs, please use the following four (4) steps:

Step 1
Visit the State's Procurement website for pricing. If you need assistance, contact CDW-G for a quote (if needed).

Step 2
Complete your Purchase Order—ensuring that the PO is addressed to the CDW-Government

ALL USERS
1.   You MUST make sure that your PO matches the Quote 100%.

2. The amount of taxes on your PO should match what is referenced on the quote. Electronic Delivered items are Tax Exempt.
3. Electronic Delivery items should include a note that states "Electronic Delivery Only". This is a requirement on all orders that include downloaded software – NOT MEDIA.
4. Include your Quote Number on all PO's you send.
5. Include a "Ship to" address even if nothing ships with the order.

If you fail to follow these instructions Purchase Orders will be returned for correction or the tax indicated on the PO will be applied to the order and any request for reimbursement of paid taxes will need to be handled through the Department of Revenue.

Step 3

Email purchase orders to both CDW-Government.

Email the PO to: **jade.richardson@cdwg.com**.

Important: Any purchase orders addressed to NewVenue Technologies will not be processed.

Step 4

Software will be provided and invoiced to agencies directly from CDW-Government.

Please provide the contact information for your primary licensing contact on each Purchase Order.
Please choose the individual to whom the Symantec Licensing Confirmations should be sent. This simple procedure should allow you to fully catalog your Symantec licenses and may simplify tracking of lost or missing orders.

*The Primary Licensing Contact Information requested is as follows:

Primary Contact Person
Primary Contact Person E-mail Address
Primary Contact Person Phone Number

*The primary licensing contact should be a single point of contact per department or agency.